

ORD 0381-76

19 February 1976

MEMORANDUM FOR: Director of Research and Development
THROUGH : Special Panel, ORD
SUBJECT : Recommendation for Promotion -
[redacted]
GS-03 to GS-04

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1. Since starting to work as a junior secretary in Life Sciences Research Division of ORD [redacted] has displayed an outstanding devotion to duty, and on a number of occasions has given up her off-duty time to help remove administrative log jams within LSR. She is an extremely hard worker and arrives one half hour early at the office every day. During that one half hour period [redacted] readies the office for the business day in such a way that each professional can move easily into his daily activities when he arrives. On a number of occasions when the senior secretary was either ill or had to be away from the office for an extended period [redacted] willingly and efficiently adopted the role required of one more senior than herself. In this period of performance every member of the office has commented on how rapidly she adapted to our procedures and what an asset she has become. She certainly deserves to be rewarded for a job well done.

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2. It is recommended that [redacted] be promoted from a GS-03 to a GS-04.

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[redacted]
Chief, Life Sciences Research Division
ORD/DD/S&T

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EYES ONLY

INTERNAL USE ONLY

ORD 0381-76

RECOMMEND APPROVAL:

181
Chairman, Special Panel, ORD

2/24/76
Date

APPROVED:


Director of Research and Development

9 MAR 1976
Date

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EYES ONLY

INTERNAL USE ONLY

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 670848	2. NAME (last, first, middle) ROLES, Darlene E.	3. DATE OF BIRTH 04/16/57	4. SEX F	5. GRADE 03	6. SD R
7. OFFICIAL POSITION TITLE Clerk Typist		8. OFF/DIV/BR OF ASSIGNMENT DD/S&T/ORD/LSR	9. CURRENT STATION Hqs.	10. CODE (ck one) <input checked="" type="checkbox"/> HQS. <input type="checkbox"/> DF	
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER PROVISIONAL <input type="checkbox"/> RESERVE <input type="checkbox"/> OTHER (Specify)			12. TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to-) 3 August 1975 - 19 February 1976			14. DATE REPORT DUE IN O.P.		

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

NO

SECTION C

PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Type memoranda, reports, cheques, blue books, and other documentation.	RATING LETTER S
SPECIFIC DUTY NO. 2 Arrange travel and prepare related documents and vouchers.	RATING LETTER S
SPECIFIC DUTY NO. 3 Perform general clerical duties such as telephone and visitor reception, routing, filing, and duplication.	RATING LETTER S
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

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SECTION D	NARRATIVE COMMENTS
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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

During the six months Miss Roles has been in ORD her performance as a junior secretary in the Life Sciences Research Division has been excellent. She has demonstrated a willingness to accept responsibility and work independently in a manner that would be expected of one who was more senior. Her approach to her work has been highly motivated; she is generally cheerful in dealing with her fellow workers and completing her secretarial duties. Miss Roles also presents a nice appearance and displays a professional and efficient demeanor in the conduct of her duties. She is security conscious and her performance and ability certainly qualify her for an immediate promotion.

SECTION E	CERTIFICATION AND COMMENTS
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1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 19 February 1976	OFFICIAL TITLE OF SUPERVISOR C/BRB/LSR/ORD	TYPED OR PRINTED NAME AND SIGNATURE <i>James E. Robins</i> James E. Robins

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">HAVE ATTACHED</td> <td style="width: 50%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">HAVE NOT ATTACHED</td> </tr> </table>	HAVE ATTACHED	<input checked="" type="checkbox"/>	HAVE NOT ATTACHED		19 February 1976	<i>Darlene E. Roles</i> Darlene E. Roles
HAVE ATTACHED	<input checked="" type="checkbox"/>					
HAVE NOT ATTACHED						

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the rater's assessment of Miss Roles' performance. While she has been with the Agency just a short time, her command of her job is truly exceptional and her performance is well above the GS-03 level.

DATE 19 February 1976	OFFICIAL TITLE OF REVIEWING OFFICIAL C/LSR/ORD	TYPED OR PRINTED NAME AND SIGNATURE <i>Thomas O. Nevison</i> Thomas O. Nevison
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4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE 2/19/76	SIGNATURE OF EMPLOYEE <i>Darlene Roles</i>
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